

City of New Orleans  
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(504) 658-1550  
<https://www.nola.gov/purchasing>


# Update Banking Information In the BRASS Supplier Portal



# Update Banking Information



Navigate to the Supplier Portal and log in

**CITY OF NEW ORLEANS**  
**BRASS**

BUDGET, REQUISITION & ACCOUNTING SERVICES SYSTEM

Supplier Portal

Sign in or Register

Events Links And Instructions Contact Us Forgot User Name Register As A Supplier

Welcome

**BRASS: Budget, Requisition, and Accounting Services System**  
**Supplier Portal for the City of New Orleans**  
Welcome to BRASS. This is the supplier portal for the purpose of doing business with the City of New Orleans. This website is FREE to all suppliers. Reminder that the City of New Orleans procurement activities are subject to the State of Louisiana Public Bid Law, local ordinances and policies, as well as applicable federal statutes as directed by grant providers.  
Vendors who have previously created a BRASS account can access their information using the "Sign In" option in the upper right hand corner of this page.  
New suppliers who need to create a BRASS account can do so by clicking the "Register as a Supplier" link below.  
Enrolled suppliers are viewed as possible sources; however, enrollment does not guarantee your automatic inclusion as a bidder/respondent for all applicable solicitations.  
[Purchasing Office](#) | [More info about BRASS](#) | [Guide to Procurement with the City](#) | [Supplier FAQ](#)

Register ...

**For first-time users**

1. Use the button below to **Register as a Supplier**.
2. Read and accept the **Terms and Conditions**, then click Next.
3. Complete the **Contact** and **Company Information** pages.
4. If your company qualifies for a DBE designation, complete the **Diversity Codes** page. Use the icon to select from a list of codes. Click Create if you have more than one designation.
5. Answer the question(s) on the **Questions** page.
6. On the **Commodity Codes** page, click Select Commodity Codes and mark

Bid Opportunities ...

**Opportunities to bid**

To search for open solicitations, please click on the below link.

[Browse bid opportunities](#)

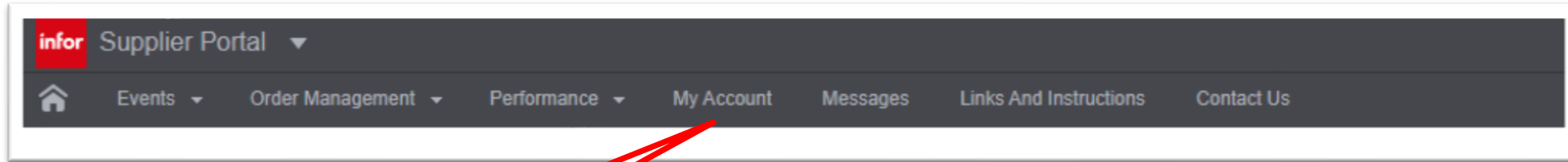
Contracts ...

**Looking for contracts?**

You can search and view contracts at [contracts.nola.gov](https://contracts.nola.gov)

[Search contracts](#)

# Update Banking Information



Click **My Account**

# Update Banking Information



for Supplier Portal ▾

Events ▾ Order Management ▾ Performance ▾ My Account Messages Links And Instructions Contact Us

Account Information

Save Update Supplier Information Update Supplier Bank Information ~~Update My Bank Information~~ Update Supplier Bank Country Update My Bank Country Update Company Address

Supplier Information

*Do not click Update My Bank Information*


Click **Update Supplier Bank Information**

# Update Banking Information



The system will display the [Update Supplier Bank Information](#) form. Enter your company's banking information in the applicable fields

The screenshot shows a web form titled "Update Supplier Bank Information". It is divided into two columns: "Current" and "New".

Current	New
Country: USA	
Routing Number:	0605000090 
Bank Name:	Capital One
Bank Account Number: *****	11123456789
Bank Account Type:	Current/ Checking

Annotations:

- A red box around the "OK" button at the bottom right, with a callout saying "Click **OK**".
- A red box around the search icon in the "New" Routing Number field, with a callout saying "Click the search icon to look up your bank's routing number.".
- A red bracket on the right side of the "New" column, grouping the Routing Number, Bank Name, and Bank Account Number fields, with a callout saying "Complete these fields".

If you need to change your bank information again, simply Click [Update Supplier Bank Information](#) again.